

REINSTATEMENT DIRECTIONS
DOMESTIC CORPORATIONS
LIMITED LIABILITY COMPANIES

The following steps must be taken to reinstate your corporation or limited liability company when it has been administratively dissolved. Please direct any questions to our information line at (317) 232-6576 or visit our website at www.IN.gov/sos.

STEP 1 Obtain a Certificate of Clearance from the Indiana Department of Revenue by completing the Reinstatement Affidavit. **This must be completed before anything may be submitted to the Secretary of State's office.**

You may either MAIL or DROP OFF the Reinstatement Affidavit to the Department of Revenue.

Mailing Address

Indiana Department of Revenue
100 North Senate Avenue
Room N-203
Indianapolis, Indiana 46204
(317) 232-2045

Drop off Address

Indiana Department of Revenue
100 North Senate Avenue
Room N-105
Indianapolis, Indiana 46204

The name of the corporation or limited liability company on the Application for Reinstatement, Reinstatement Affidavit, and the Certificate of Clearance must be **identical** to the name on the records of our office, as provided on original Articles of Incorporation (or Organization).

STEP 2 Wait for the Certificate of Clearance to be mailed to you by the Dept. of Revenue.

- Please allow at least two weeks for processing.

STEP 3 Complete the Application for Reinstatement.

STEP 4 Complete the Business Entity Report and pay the filing fees for all the years owed. The filing fees are \$15.00 per year for all for-profit entities and \$10.00 per year for nonprofit entities. **It is not necessary to complete separate forms for each filing year**, as long as the filing fee for each year owed is paid and the **most current** information is provided.

- All sections must be completed on both documents.
- A signature is required on both documents.

To determine amount due, please call (317) 232-6576 or visit www.IN.gov/sos.

STEP 5 Mail or hand deliver ALL of the following items together:

- 1) Certificate of Clearance from Department of Revenue
- 2) Application for Reinstatement
- 3) Business Entity Report
- 4) A check or money order payable to the Secretary of State for the filing fees to the following address:
Secretary of State, Corporations Division
302 W. Washington Street, Room E-018
Indianapolis, Indiana 46204

- **Filing Fees** – The filing fee consists of all fees owed for business entity reports plus the Reinstatement fee of \$30.00.
 - Call the information line for help determining the correct fees (317) 232-6576.
 - Visit our website at www.IN.gov/sos for answers to you questions.
- Do not mail anything to the Secretary of State until you have obtained the Certificate of Clearance from the Department of Revenue.
- All four items listed in step 5 must be mailed TOGETHER.
- Make check or money order payable to the Secretary of State. Do not send cash.

Indiana Department of Revenue
Affidavit for Reinstatement of Domestic Corporation

State of Indiana)
) SS
 County of _____)

_____ being duly sworn according to law, affirms that he/she is the

 _____ of _____ a corporation organized

 _____ under the laws of the State of Indiana, _____, with its principal office located at address
 _____, city _____, state _____,
 zip _____, and identified by Federal ID # _____, and Indiana sales and/or
 withholding tax TID # _____ and that he/she makes this affidavit for and on behalf of this
 corporation. He/She states that the books and records of this corporation are kept at _____,
 in care of _____, and that this corporation is engaged in the business of
 _____. To the best of my belief and knowledge, all of
 the said corporation's Indiana taxable income received on and after May 1, 1933, has been included in Indiana income tax
 returns filed with the Indiana Department of Revenue and that all tax has been paid. The latest Indiana sales and/or withholding tax
 return were filed for the month/year _____/_____, under the name of _____.
 That this affidavit is made for the sole purpose of inducing the Indiana Department of Revenue, to issue a notice as provided by the
 applicable taxing acts to the effect that such corporation has paid all taxes due from it under the taxing acts which will permit the
 Indiana Secretary of State to reinstate the corporation to active status.

 Signature

 Title

State of Indiana)
) SS
 County of _____)

Subscribed before me, a Notary Public in and for said county and state, this _____ day of _____, _____.

 Commission Expiration Date

 Signature

 County of Residence

 Printed Name



APPLICATION FOR REINSTATEMENT

State Form 4160 (R10 / 1-03) / 111

Approved by the State Board of Accounts 1995

TODD ROKITA
SECRETARY OF STATE
CORPORATIONS DIVISION
302 W. Washington St., Rm. E018
Indianapolis, IN 46204
Telephone: (317) 232-6576

Indiana Code 23-1-46-3 (for profit corporation)

Indiana Code 23-17-23-3 (not-for-profit corporation)

Application must include the following:

1. **Certificate of Clearance:** Issued by the Indiana Department of Revenue
2. **Corporate Reports and Fees:** Please call our information line to learn what reports are due (317) 232-6576 or log onto the web site at www.sos.in.gov.
 - a. Up to and including 1995, Annual Reports filed every year.
Annual Report fee \$15.00
 - b. Beginning with 1996, Biennial Reports filed every two years.
Biennial Report fee \$30.00
Corporations incorporated in an even year, file every even year.
Corporations incorporated in an odd year, file every odd year.
 - c. Nonprofit corporations file Annual Reports every year.
Nonprofit Corporate Report fee \$10.00
3. **Restatement filing fee: \$30.00 plus business entity report fee.**

THIS APPLICATION CANNOT BE ACCEPTED WITHOUT A CERTIFICATE OF CLEARANCE FOR REINSTATEMENT FROM THE INDIANA DEPARTMENT OF REVENUE.

SECTION I - CORPORATE INFORMATION

Name of corporation	Date of incorporation
Effective date of administrative dissolution	

SECTION II - AFFIDAVIT OF CORPORATE OFFICER OR DIRECTOR

The undersigned, being at least one of the principal officers or a director of the above-named corporation deposes and says:

- A. that the grounds for dissolution did not exist or have been eliminated, and;
- B. that the Corporation's name satisfies the requirements of Indiana Code 23-1-23-1, or Indiana Code 23-17-5-1.

IN WITNESS WHEREOF, the undersigned being the _____ of
Title
said corporation executes this application and verifies, subject to penalties of perjury, that the statements contained herein are true, this _____ day of _____, 20 _____.

Signature	Printed name
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INDIANA BUSINESS ENTITY REPORT

State Form 48725 (R / 8-00)
Approved by State Board of Accounts, 1998
Prescribed by Sue Anne Gilroy, Secretary of State

INSTRUCTIONS:

- 1. Complete sections A-H. (Section H is located on the back of the form.)
- 2. Make check payable to the Indiana Secretary of State.
- 3. Mail form and check to P.O. Box 7097, Indianapolis, IN 46207

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
INDIANAPOLIS, IN
PERMIT NO. 2682

A. All entity types must complete this section.

Current entity name and principal office address	Please make any changes to address here

B. All entity types must complete this section.

Current filing year:	Past filing years reported on this form:

C. All entity types must complete this section.

Date of Incorporation / Qualification / Formation	Domicile State

D. All entity types must complete this section. Please check the appropriate type for your corporate entity.

<input type="checkbox"/> Business Corporation	<input type="checkbox"/> Professional Corporation	<input type="checkbox"/> Non profit Corporation	<input type="checkbox"/> Ag Coop	<input type="checkbox"/> Limited Liability Company
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E. All entity types must complete this section. A P.O. box is not an acceptable address unless accompanied by a rural route number.

Current registered agent and registered address	Please make changes to agent and address here.

F. All entity types **except LLCs** complete this section.

Current President or highest officer and address	Please make changes to officer and address here.
Current Secretary or other officer and address	Please make changes to officer and address here.

G. Must be signed by a corporate officer, chairman of the board or by a member or manager of an LLC.

SIGN HERE

This document is signed under the penalties of perjury.
(If fee is blank, check the fee schedule on back.)

TOTAL FEES DUE:

Please make check payable to Indiana Secretary of State.

DO NOT DETACH THIS RETURN

H. All entity types **except LLCs** complete this section.

Directors: Please list the name and address of current director(s). (Attach additional sheets if necessary)

Name of Director	Street Address	City	State	ZIP Code

Fee Schedule:

Domestic Corporations

All Indiana / domestic corporations must file a biennial report with the Secretary of State. The fee is \$30.00 for a two-year registration. The report is due in the anniversary month of incorporation. Corporations incorporated in an even year will need to file every even year beginning in 1996. Corporations incorporated in an odd year will need to file every odd year beginning in 1997. For all domestic corporations any reports due prior to 1996 were filed on an annual basis with a fee of \$15.00 per year.

Foreign Corporations

All foreign / non-Indiana corporations must file a biennial report with the Secretary of State. The fee is \$30.00 for a two-year registration. The report is due in the anniversary month of qualification in Indiana. Corporations qualified in an odd year will need to file every odd year beginning in 1997. Corporations qualified in an even year will need to file every even year beginning in 1998. For all foreign corporations any reports due prior to 1997 were filed on an annual basis with a fee of \$15.00.

Limited Liability Companies (domestic and foreign)

All limited liability companies (LLC) must file a biennial report with the Secretary of State. The fee is \$30.00 for a two-year registration. The report is due in the anniversary month of organization or qualification in Indiana. LLCs organized in an odd year will need to file every odd year beginning in 1997. LLCs qualified in an even year will need to file every even year beginning in 1998. For all LLCs any reports due prior to 1997 were filed on an annual basis with a fee of \$15.00.

Non-profit Corporations

All non-profit corporations (domestic and foreign) must file annual reports in the anniversary month of incorporation. The filing fee is \$10.00 per year.

Limited Liability Partnerships and Limited Partnerships

Do not file corporate reports.

INSTRUCTIONS

1. Please **TYPE** or **PRINT**.
2. Please complete **ALL** sections (A-H).
3. This document must contain an original signature.
4. Include check or money order for filing fee payable to "Indiana Secretary of State".
5. Make a photocopy of the completed form for your records.
6. Mail this form to: Indiana Secretary of State
P.O. Box 7097
Indianapolis, IN 46207